

PORTLAND COMMUNITY COLLEGE - BOARD OF DIRECTORS
12000 S.W. 49th Avenue - Portland, OR 97219

MINUTES

BOARD OF DIRECTORS BUSINESS SESSION
Sylvania Campus, Board Rooms A/B
March 1, 2012

BOARD ATTENDANCE

Board Members Present:

Denise Frisbee, Jim Harper, Denise Palm, Bob Palmer, Gene Pitts, David Squire,
Harold Williams

EXECUTIVE SESSION

The Board of Directors convened an executive session for Real Property Transactions, Information Exempt from Public Disclosure, and Litigation in accordance with ORS 192.660 (2), (e), (f), and (h) at 6:50 PM, adjourning at 7:35 PM.

CALL TO ORDER

Chair Harper called the business meeting to order at 7:40 PM and invited all present to introduce themselves.

APPROVAL OF THE MINUTES

The January 19, 2012 minutes were approved as published.

APPROVAL OF THE AGENDA

The agenda was approved as published.

INFORMATION SESSIONS

State Updates

Dr. Camille Preus, Commissioner, Community College and Workforce Development

Commissioner Preus reported the 2012 legislative session is nearing completion with action on pending matters such as capital construction being followed closely. She also reported that in her visits to community college boards statewide interest has been expressed in better definition of the roles and responsibilities of the Oregon Education Investment Board (OEIB) and the Higher Education Coordinating Commission (HECC).

Dr. Pulliams asked Dr. Preus to share information on the firearms bill that was introduced yesterday. Dr. Preus said the Bill, introduced by Senate President Peter Courtney, did not pass but would have allowed policymakers such as community college boards to ban weapons on their campuses.

Chair Harper asked if the governor has the authority to and is expected to implement achievement compacts even though SB 909 and SB 242 are not likely going to be passed in this legislative session. Dr. Preus responded that she believes the governor has the authority to go forward and anticipates he will do so. She added work continues on the community college compact.

Director Williams asked for an update on the scope of authority and responsibility for the Chief Education Officer. Dr. Preus said a Bill that would provide clarification to the Super Committee Bill passed by the 2011 legislature regarding control and direction of the Chief Education Officer. She said detailing of achievement compacts remains in the legislature with some House Republicans continuing to seek changes to the language of the Bill. She added that negotiations are not yielding much compromise on either side causing the Bill to stall

Director Frisbee asked for more details about the cause of the current bottleneck. Dr. Preus responded that House members on the Education Committee would like to see more development of evaluation of both administrators and instructors as part of the education compact. She added that as amended the legislation directly connects the K-12 achievement compact to the Quality Education Model (QEM) that is a way of pricing what K-12 education ought to cost.

Dr. Preus provided a brief overview of funding. She said that although the budget has not been passed it is a reasonable certainty that the 3.5% funding holdback from the end of the 2011 legislative session will not likely be returned to community colleges. She reported current high enrollment makes this significant because this state funding makes funding per enrolled student an all-time low. Dr. Preus added the proportion of Oregon Career and Technical Education students is decreasing while Lower Division Transfer students is increasing.

Director Williams expressed concern that Oregon is one of five states providing increasingly more money to prisons than to education and asked if there is any plan to work toward reversing that trend. He also said there seems to be a trend toward privatizing prisons and asked Dr. Preus if she was aware of that and if she felt that would affect funding for education. Dr. Preus responded she has limited knowledge in this area but this funding trend is a direct result of voter mandate that can only be reversed through reduced need for prisons or another voter mandate.

Biology and Management of Zoo Animals

Dr. David Rule, Rock Creek Campus President; Birgitte Ryslinge, Dean of Instruction, Rock Creek Campus; Joyce Kaplan, Instructor

Dr. Rule, Dr. Ryslinge, and Ms. Kaplan reported the new Associate of Applied Science degree, Biology and Management of Zoo Animals (BAMZA) is accepting student applications for classes that will begin September 2012. They said this program is one of only six in the United States and the only one in the Pacific Northwest. They said completion of this career technical program would provide students the training needed to qualify for employment in relatively high-demand, high-wage, high-skill positions working with zoo animals.

Dr. Ryslinge said Ms. Kaplan came to PCC from a Pensacola Florida Zoo Tech Program that closed down about two years ago. She also reported that the Oregon Zoo and the Oregon Regional Primate Research Center will partner with the College by providing cooperative education opportunities for the program at their facilities, serving on advisory committees and providing jobs for graduates.

Ms. Kaplan reported in addition to rigorous coursework students are required to complete about 1000 hours of cooperative education coursework at the zoo and Primate Center. She added that both facilities have some of the highest ratings in the United States and students having the opportunity to intern at these facilities will be at an advantage when they are finished with their degree and begin seeking employment.

Ms. Kaplan reported one member of the ad hoc program advisory committee is a faculty member at Oregon State University (OSU) who is helping develop potential for an articulation agreement with OSU for a bachelors degree. She added the ad hoc advising committee members are from OSU, the Oregon Zoo, the Oregon Regional Primate Research Center and PCC. She said when the long-term advising committee is selected she hopes it will include the current members as well as members from others zoos throughout the Pacific Northwest that may employ program graduates.

Ms. Kaplan said a PCC website has been developed to provide information for students about the program, its prerequisites, the admission process, career opportunities, advising guides and admission application. She said completion of the BAMZA program provides students the training they will need to become zookeepers, head zookeepers, curators, zoo directors, animal trainers, wildlife rehabilitators, aquarists, wildlife educators, breeders of domestic and exotic animals, and state or federal wildlife officers. She added that in order to work with zoo animals the BAMZA degree could be paired up with other degrees for professions such as zoo veterinarians, veterinarian assistants and others.

Annual Board Internal Audit Committee Update

David Terry, Internal Auditor

Mr. Terry provided a summary of internal audit activities for the calendar year 2011 along with recommendations he provided to management based on that

audit work. He said he reports to the board audit committee and the vice president of administrative services. Mr. Terry said he is required to conduct an annual risk assessment and develop an internal audit plan that complies with the Institute of Internal Auditors and Professional Standards. He then selects projects and processes based on the internal audit plan with guidance from the board audit committee and input from PCC management.

Mr. Terry reported that with the assistance of Technology Solution Services (TSS) a PCC intranet site was created to communicate with management and personnel the standards he would use to conduct his audit work and post results of his annual risk assessments, internal audit plans and audit reports after they have been finalized and approved.

Mr. Terry conducted an audit for Parking and Transportation Services for fiscal years 2010 and 2011 that primarily looked at four areas: revenue processes; expenditure processes; minor equipment and capital assets; and compliance with key laws, rules and regulations.

Mr. Terry reported that over the past two years funding for Parking and Transportation Services has come from parking permits, sales of tri Met passes, sale of daily parking permits, transportation service fees, and parking fines and citations. He reported that in fiscal year 2009 – 2010 a significant spike in operating income was caused by two main factors; an increase in student enrollment resulting in increased sales of parking permits and parking citations along with a portion of the college service fee that was implemented in the summer of 2009. He said those increased funds were used to purchase a GPS system for the bus fleet, install video cameras on buses, resurface roads, maintain parking lots, address initiatives and recommendations from the Transportation Demand Management (TDM) study, and increase the number of subsidized tri Met passes for students. Major expenditures included labor and benefits, contracted maintenance services, purchase tri Met passes, furniture, fixtures and equipment, supplies, and transfers to the general fund to cover administrative overhead costs.

Mr. Terry said he made the following recommendations regarding revenue processes and controls: implement a reconciliation process for parking permit quantities; implement periodic supervisor review of the sales of daily parking permits; enhance internal control over checks received by the department; and create a procedure manual and implement cross training for staff. Mr. Terry made the following recommendations regarding expenditure processes and controls: enhance monitoring of contractor invoice payments; strengthen contracting provisions; modify inventory processes; and modify payment process. Recommendations Mr. Terry made in the area of compliance with rules, regulations and policies and procedures were: provide fire safety training for all shuttle drivers; assure that all shuttle drivers complete defensive driver training; and assure that PCC personnel comply with parking regulations district-wide. Mr. Terry reported that parking and transportation management generally agreed

with the recommendations he made, have developed a corrective action plan and have already resolved some of the issues.

Mr. Terry reported the second internal audit was conducted for the 2008 Bond Program for fiscal years 2009 through 2011. He reported this audit primarily looked at: revenue processes; expenditure processes; capital assets; and compliance with key laws, rules and regulations. Mr. Terry said he evaluated financial trends of the 2008 Bond program over the course of the audited years along with the projection for 2012. He noted that fiscal year 2009-2010 saw higher expenditures largely due to building the Willow Creek Center, remodel and renovation for the Downtown Center, along with land purchases. He added that in fiscal year 2010-2011 more comprehensive campus planning in preparation for construction at the comprehensive campuses was done and that over the next couple of years it is expected that construction costs will again spike as projects are completed.

Mr. Terry said his recommendations for the revenue processes and controls include: developing better internal controls over the investment of bond funds and to consider exploring additional investment opportunities for bond funds in future years.

Mr. Terry reported that his audit of the expenditure processes and accounting records found them to be materially correct and his recommendations were minor in nature to correct some immaterial variances. He reported his findings indicated that monitoring practices for contracts around insurance requirements and payment of reimbursement to contractors could be improved or enhanced. Mr. Terry reported he found the process for contract solicitation, bid evaluations and contractor selection procedures to be operating effectively for projects costing more than \$150,000 that he added that controls over projects of less than \$150,000 could be improved.

Mr. Terry he said his audit of capital assets revealed no major reportable findings.

Mr. Terry reported that in the area of compliance with rules, regulations, policies and procedures he commended the Bond Program and PCC in the compliance section of the bond for the planned 1.5% for solar power through the solar panel project at Rock Creek Campus. He noted that his audit revealed that Sylvania and Rock Creek Campuses did not qualify for that tax exemption in 2011 nor will they likely qualify for the tax exemption in the future for large entities or municipalities using a megawatt unit of electricity annually. Mr. Terry said management has developed corrective action plan and some issues identified have been resolved.

Director Pitts thanked Mr. Terry for his report, his thorough attention to detail in conducting PCC internal audits and his creative money saving ideas and solutions.

PUBLIC COMMENT ON AGENDA ITEMS

None

PUBLIC COMMENT ON NON-AGENDA ITEMS

None

BUSINESS MEETING

Director Squire proposed approval of Resolutions 12-079 through 12-086. The motion passed unanimously.

Other Reports:

Michael Morrow, Faculty Federation President, expressed disappointment with some of the outcomes of the February legislative session and said the Federation would continue its letter writing, emailing and phone campaigns throughout the May primary and November General elections.

Mr. Morrow said Federation members have concerns that the OEIB and achievement compacts are being moved forward without a clear path or input from faculty. He added that community college faculty statewide are circulating a petition to the governor to ask that faculty be included in the development of achievement compacts.

Mr. Morrow reported there are several upcoming events including the National Executive Leadership Program in Washington, D.C. that he will attend; the Higher Education Conference that four Federation members along with three students will attend, the AFT convention in Sunriver, the National AFT convention in Detroit in July, and the Coalition of Contingent Academic and Labor (COCAL) in Mexico City in August.

Mr. Morrow thanked Cheryl Belt for going above and beyond in her efforts to work with the Federation to resolve Human Resources concerns for two employees. He added those processes demonstrated why it is important to the Federation that a Human Resources director be selected who has experience working collaboratively and cooperatively with unions.

Deborah Hall, Classified Federation Executive Vice President, reported Phil Gilmore was absent from the Board meeting due to family matters requiring his attention.

Ms. Hall said the Classified Federation is preparing for the upcoming conventions listed by Mr. Morrow and delegates have been selected. She added Classified are also preparing for their summer retreat, upcoming elections, identifying

opportunities for working with students, and selecting additional volunteer opportunities in observance of PCC's 50th anniversary.

ASPCC Student Representative, Liliana Luna Olalde, Chair, District Student Council, reported student activities over the past month included valentine celebrations, the first Portland Educational Coalition rally at PSU, and Southeast Center's observation of Black History Month. She said in partnership with Portland Police Cascade Campus has begun a \$25 per month bike rental program. She concluded by reporting that over Spring break about 20 students will go to Washington, D.C. to advocate for student rights.

Board Reports:

District President Report:

Dr. Pulliams noted that next week is classified employees week and he thanked PCC's Classified for their great work.

Dr. Pulliams asked Ms. Watkins for an update on PCC's 50th anniversary celebration. Ms. Watkins reported over the next few months some of the 50th anniversary activities will include: reaching the 50,000 hours service challenge; a history of PCC exhibit at the Oregon Historical Society that opens with a reception and run through the end of June; the Project 50 play; announcement of the 50 PCC Diamond alums; Rebecca Skloot, a PCC alum, will participate in PCC Reads program events; the 50th anniversary commissioned art project will be unveiled at Rock Creek Campus; a Gala on May 19th and a special graduation ceremony.

Dr. Pulliams commended Chair Harper, Director Frisbee and Director Palm for attending the ACCT legislative Summit in Washington DC and for meeting with US Congressional delegation members as more and more of their actions are impacting the College especially financial aid policies but in other areas as well. He thanked those who attended the OEIB meetings and expressed gratitude to Chair Harper for his leadership role in the process and for keeping him informed as the process unfolds. He also thanked Board members for their lobbying efforts with Salem legislators, particularly Director Squire. He added that continued persistent lobbying will be needed but added the good news that community college funding wasn't cut further. He also thanked the Board for their continuous support of staff development in the form of professional leaves for faculty.

ADJOURNMENT

There being no further business, the meeting adjourned at 9:10 PM.

NEXT MEETING

The next business meeting of the Portland Community College Board of Directors will be held on March 15, 2012 at 7:30 PM in Board's Conference Room at the Sylvania Campus.

Jim Harper, Board Chair

Dr. Preston Pulliams, District President

Prepared by:

Lorna J. O'Guinn
Assistant to Board of Directors

Minutes approved on April 19, 2012